

NATIONAL WEATHER SERVICE INSTRUCTION 10-404

APRIL 19, 2005

Operations and Services

Fire Weather Services, NWSPD 10-4

FIRE WEATHER SERVICES ANNUAL OPERATING PLAN AND REPORT

NOTICE: This publication is available at: <http://www.nws.noaa.gov/directives/>

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Certified by: W/OS22 (D. Young)

Type of Issuance: Routine.

SUMMARY OF REVISIONS:

This directive supersedes NWSI 10-404, “Fire Weather Services Annual Operating Plan and Report” dated July 2, 2003. The following revisions were made to this instruction:

- (1) Section 1.1 – AOP Team leader assigned by region when multiple WFOs are involved in an AOP.
- (2) Section 1.1 – Added requirement to place either the AOP on local WFO web site or a link to the document if hosted elsewhere.

Signed	4/5/05
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Director, Office of Climate, Water, and Weather Services	

Fire Weather Services Annual Operating Plan and Report

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1. Fire Weather Annual Operating Plan.

1.1 Description and Responsibilities. Each forecast office with a fire weather program will prepare and keep current a Fire Weather Annual Operating Plan (AOP) for the office's fire weather service area. States or Geographic Area Coordination Centers (GACC) may coordinate a state or integrated area AOP with several WFOs in lieu of individual WFO AOPs. The plan should be developed with the customers annually prior to the fire season and revised as necessary. When multiple WFOs are involved in producing a geographic or state AOP, Regional Headquarters will appoint an NWS AOP team leader from one of the WFOs or Regional Headquarters to coordinate the NWS effort. This AOP team leader should be at the WFO management or regional program manager level and should be the NWS signatory to the AOP.

WFOs will: (a) reference the location of the AOP in the Station Duty Manual (SDM), (b) date the plan, each revision, and any amended pages, and (c) provide a link to a web-based version of the AOP in the fire weather section of the local WFO web site. Any version accessible to the general public may be edited to remove confidential information (e.g., names, WFO unlisted phone numbers, etc.). WFOs will also either furnish a hard copy or provide a link to a printable web-based version of the AOP, along with any revisions and amendments, to the following:

- a. National Fire Weather Program Manager
- b. Regional Fire Weather Program Manager
- c. Adjacent fire weather offices
- d. All concerned customers

WFOs will retain each annual edition and all subsequent amendments of the AOP for 5 years.

WFOs with no public wildlands (federal, state, or local), fire season, or a minimal fire weather program may be exempt from producing an AOP upon approval from Regional Headquarters and the Office of Climate Water and Weather Services (through the National Fire Weather Program Manager).

1.2 Format and Content. WFOs will ensure AOPs contain the required elements listed in Appendix One of the Interagency Agreement for Meteorological Services (NWS Instruction 10-406). The suggested format in Appendix One should be followed as closely as possible.

2. Annual Report.

2.1 Description and Responsibilities. Every WFO that issues non-routine fire weather products during their fire weather season (e.g., spot forecasts, Fire Weather Watches, Red Flag Warnings) will produce an annual report summarizing fire support in their area of responsibility. WFOs should disseminate the Annual Report to the same entities as the AOP. Annual Reports should summarize the calendar year activities. The WFO's Regional Headquarters will determine the due date of the Annual Report, and the regional statistics are due to the National Fire Weather Program Manager no later than March 1st.

WFOs with no public wildlands (federal, state, or local), fire season, or a minimal fire weather

program may be exempt from producing an Annual Report upon approval from Regional Headquarters and the Office of Climate Water and Weather Services (through the National Fire Weather Program Manager).

2.2 Format and Content. The following items should be included in the Annual Report:

- a. Number of spot forecasts issued (itemized by wildfires, prescribed burns, and others)
- b. Number of fire or fire weather related courses taught or attended
- c. Red Flag event verification
 - (1) Number of Fire Weather Watches issued
 - (2) Number of Red Flag Warnings issued
 - (3) POD, FAR, CSI and Average Lead Time of Red Flag Warnings
- d. Number of IMET dispatches
- e. Number of IMET dispatch days

Details on the format and inclusion of other optional data in the Annual Report are left to the discretion of each Regional Headquarters. Details on Fire Weather verification are located in NWSI 10-1601, Verification Procedures.